

Emissions Inventory Help Sheet for Large Aboveground Storage Tanks

This help sheet supplements the “Instructions for Reporting 2014 Annual Air Pollution Emissions,” which you should refer to for additional information related to your report. We require some facilities to calculate emissions using the EPA TANKS program each year, while other facilities use previously calculated values. **This help sheet applies only to those facilities which: (1) are not required to use the TANKS program and (2) choose to calculate emissions based on previously calculated values.**

What do I have to report?

Report **volatile organic compound (VOC)** emissions on **Evaporative Process Forms**.

You should report or account for the following three categories of **aboveground tank-related** emissions:

- Working Losses
- Standing Losses (Your standing losses will be the same for 2014 as for 2013.)
- Loading Emissions

Working and standing losses are reported by tank. Report on each tank that meets either of the following criteria:

1. a tank which stored gasoline.
2. a non-gasoline tank which had at least 100 pounds of working + standing annual emissions (a prior year determination with the same product is satisfactory).

If you modified a tank, added a tank, or changed products in a tank in 2014, please contact the Emissions Inventory Unit at (602) 506-6790 for further instructions. You may need to run the TANKS program (version 4.09d or later) for that tank.

How do I fill out the Evaporative Process Form for Working and Standing Losses?

Your Evaporative Process Forms should be preprinted in the correct format. Each tank has two “processes” with separate process ID numbers. One process is working losses and the other is standing losses.

Working loss emission factors for your tanks are preprinted on your 2014 report forms. Enter the number of gallons of throughput in column 9. Multiply the number of gallons by the emission factor in column 11 and report the result in column 15.

Standing loss emissions for a tank are stable from year to year. Copy the standing loss emissions from your 2013 report onto the 2014 report forms to both column 9 as the quantity measured and column 15 as the resulting emissions. The emission factor is **1** and should be preprinted.

How do I fill out the Evaporative Process Form for Loading Emissions?

Your forms should be preprinted in the correct format. If a change is needed, refer to the “Help Sheet for Reports Using EPA TANKS4.09d Program,” available at: http://www.maricopa.gov/aq/divisions/planning_analysis/emissions_inventory/Default.aspx or call (602) 506-6790.

For each product and each type of loading, enter the total gallons loaded in column 9 of the Evaporative Process Form. **If you used no vapor controls or if you used only a vapor balance system to control vapors, use the emission factors preprinted on your 2014 forms.**

- With no vapor controls, multiply total gallons by the EF and enter the result in column 15.
- With a vapor balance system, multiply the total number of gallons × the emission factor × 0.1 (the default value of emissions using vapor balance) and enter the result in column 15.

For loading using an emission control device other than vapor balance, the business which operated the control device must report loading emissions and pay related fees for all the users. If your products were loaded using someone else's control device, identify in an attachment whose control device was used and how many gallons of your product were loaded using that device in 2014.

If you operated a condenser or thermal oxidizer vapor control device, use a pound-per-gallon EF derived from test results for your system. Use the highest EF value if there were multiple tests during the year. If there was no test done during the year, use the EF from the most recent test results. Attach test identification, date and summary of emission test results. If a pound-per-gallon EF is not shown on the summary of test results, show how the EF was calculated on an Emission Factor Calculation Form. Provide a vapor control device ID number on the Control Device Form. Enter the control device ID number on the Evaporative Process Form, but do not enter capture or control efficiencies, since the EF already accounts for capture and control. Fill out a Stack Form if required.

Loading emissions are the vapors displaced when loading drums, tank trucks, rail cars, and fuel tanks of aircraft and vehicles. Some sites which load aircraft or fleet vehicles have to report emissions from two loading transfers on site: first to a delivery truck, then to the aircraft or vehicles.

Excess emissions and accidental releases: These emissions happen during down-time or malfunctioning of control devices or from spills. Such emissions must be reported to the Department immediately when they occur, as well as in this annual report. Show the total on the "Accidental Releases" line of the Data Certification/Fee Calculation Form or Data Certification Form.

CHECKLIST

The following items should be included when you submit your 2014 annual emissions report:

- Business Form.
- Evaporative Process Form for each type of tank.
- Loading alternatives:
 - a) If your product was loaded using an emissions control device operated by another company, supply an attachment showing the number of gallons of each product which was so loaded and name the company responsible for the control device.
 - b) For all other product loading, provide at least one Evaporative Process Form for loading. Also (if applicable) include a summary of test results or an Emission Factor Calculation Form showing how the emission factor was calculated.
- Additional Evaporative or General Process Forms if you had any other types of emissions, such as tank purging, equipment leaks, pumpback emissions or combustion emissions.
- A **signed** Data Certification/Fee Calculation Form for issued or pending Title V permits **OR**
- A **signed** Data Certification Form for issued or pending Non-Title V permits.
- Fee payment (**ONLY** applicable for issued or pending Title V permits).

If you are required or choose to use the EPA TANKS program, please refer to our Help Sheet for Reports Using EPA's TANKS 4.09d Program.